

Phase I- Pre-Renovation Bid Selection & Report

Duration 3 Weeks @ 4 Hours per Day
Total Expected Time: 60 Hours
Anticipated Start Date October 30, 2008

Tasks:

- Obtain and become familiar with Renovation Scope of Work (Pastor Neko Sharkey, sharkey.neko@theblvd.org);
- Where general workers are needed, to develop a list of MBCC members who have expertise in commercial construction/renovation and seek ways of involving them in the project where possible;
- Contact Potential Sub-Contractors to Implement Work (where no qualified company can be found within MBCC, find best capable contractors);
- Issue Request for Bid Notices;
- Execute Bid Meetings & Walk-Through;
- Obtain Sub-Contractor Proposals and Generate At-Cost Estimates for allotted Scope of Work;
- Verify & Analyze Contractor Capabilities;
- SELECT Sub-Contractors and generate Final Cost Report w/ Justification Explanations (where no qualified company can be found within MBCC, utilize best capable contractors);
- Submit Weekly Progress Reports to Pastor Neko Sharkey;
- Schedule and Implement any needed Pre-Work Inspections; and
- Generate Final Renovation Cost Estimate Report.

Phase II- Project Management/Coordination of Actual Renovation

Duration: 7 Weeks @ 8 Hours per Day
Total Expected Time: 280 Hours
Anticipated Start Date: February 1, 2009

Tasks:

- Scheduling the various aspects of the job;
- Ordering/purchasing of the materials;
- Daily review and oversight of work in progress and determination of acceptability of such work;
- To report weekly to Pastor Neko Sharkey (and any other group so designated) on the progress of the work;
- Ensuring that all Subcontractors are insured and meet all the necessary Local, State and Federal regulations and that the work performed meets all said requirements;
- Management of the project to adhere to both time and costs constraints set by MBCC;
- Structuring the work so as to interfere with the daily activities of MBCC as little as possible;
- Coordinating work with Security and any other MBCC personnel as required; and
- Managing the submittal of invoices to the appropriate MBCC persons for payment for material and labor as the job progresses based upon amount of completion.

PROPOSAL DUE: NOT LATER THAN 12:00 PM, October 28, 2008

PROPOSALS MAY BE DELIVERED OR MAILED TO MBCC:

ATTN: PASTOR NEKO SHARKEY
MISSISSIPPI BLVD. CHRISTIAN CHURCH
70 N. BELLEVUE BLVD.
MEMPHIS, TENNESSEE 38104

Proposals shall be properly signed and returned in a sealed envelope. Proposers may be awarded one phase or both.

To obtain electronic copies of the Children/Youth Scope of Work Plan, please contact Pastor Neko Sharkey @ 901-826-0420 and/or sharkey.neko@theblvd.org. Also, please contact Pastor Neko Sharkey for any questions and/or inquiries.